

# **SARATOGA COUNTY ADMINISTRATOR**

## **CONFIDENTIAL SECRETARY TO THE COUNTY ADMINISTRATOR**

**SALARY: \$51,514 PLUS EXCELLENT BENEFITS**

### **MINIMUM QUALIFICATIONS: Either:**

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree including or supplemented by 24 semester credit hours in accounting, business administration, public administration or closely related field and two years business administration experience which must include accounting and budgeting duties; OR
- B. Graduation from a regionally accredited or NYS registered two year college or university with an associate's degree in business administration, accounting, public administration or closely related field and four years of business administration experience which must include accounting and budgeting duties; OR
- C. Graduation from high school or possession of a high school equivalency diploma including and seven (7) years of business administration experience which must include accounting and budgeting duties; OR
- D. An equivalent combination of training and experience as defined by the limits of (A) and (B).

### **SEND RESUME/APPLICATION TO:**

John J. Kalinkewicz, Director of Personnel  
Saratoga County Personnel Department  
40 McMaster Street  
Ballston Spa, NY 12020

RESUMES/APPLICATIONS ACCEPTED UNTIL SELECTION IS MADE.

“An Equal Opportunity Employer with an Affirmative Action Plan”

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